

INFORMATION QUALITY

I. Purpose

This Directive establishes the Department of Homeland Security (DHS) policies and responsibilities for ensuring and maximizing the quality, utility, objectivity, and integrity of disseminated DHS information to the public.

II. Scope

- A. This Directive applies throughout DHS.
- B. Information Quality (IQ) applies to:
 - 1. Influential scientific, financial, or statistical information disseminated to the public in any medium including textual, graphic, cartographic, narrative, numerical, or audiovisual forms. A list of definitions can be found in DHS Instruction 139-02-001, "Information Quality Implementation."
 - 2. DHS-initiated or sponsored distribution of information to the public.
 - 3. Information posted on the DHS public website (www.dhs.gov) and the public websites of DHS Components.
- C. DHS Components with existing Directives and Instructions on IQ may continue to use them, provided they are consistent with authorities referenced in Section III below, Office of Management and Budget Circular (OMB) guidance and directive requirements.

III. Authorities

- A. Public Law 106-554; "Treasury and General Government Appropriations Act for Fiscal Year 2001," Section 515, "The Data Quality Act", as codified at Title 44, United States Code (U.S.C.) § 3516, note
- B. Public Law 115-435, "Open Public Electronic and Necessary Government Data Act," Title II of the Foundations for Federal-Evidenced Based Policymaking Act of 2018), amending portions of 44 U.S.C. §3501, et. sec.

- C. Title 44, U.S.C., Chapter 35, "Coordination of Federal Information Policy"
- D. OMB, "Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies" 67 FR 8452 (Feb. 22, 2002)
- E. OMB Memorandum M-05-03, "Issuance of OMB's Final Information Quality Bulletin for Peer Review"
- F. OMB Memorandum M-13-13, "Open Data Policy – Managing Information as an Asset"
- G. OMB Memorandum M-14-06, "Guidance for Providing and Using Administrative Data for Statistical Purposes"
- H. OMB Memorandum M-19-15, Improving Implementation of the Information Quality Act
- I. OMB Circular A-130, "Managing Federal Information as a Strategic Resource"
- J. DHS Delegation 04000, "Delegation to the Chief Information Officer"

IV. Responsibilities

- A. The **DHS Chief Information Officer (CIO)**:
 - 1. Coordinates across the Department to develop and maintain data management, data dissemination, and digital information processes;
 - 2. Decides any appeals of decisions in IQ requests for corrections from the public after coordinating with appropriate DHS Components and Offices; and
 - 3. Designates a DHS IQ Officer.
- B. The **DHS Information Quality (IQ) Officer**:
 - 1. Serves as the liaison with OMB regarding management and operation of DHS IQ;
 - 2. Requests designation of a primary and alternate Component IQ Officer or Official;
 - 3. Advises and assists the Department with tracking and processing requests for correction of disseminated information;

4. Implements a periodic review period to ensure compliance;
5. Establishes and maintains an IQ administrative mechanism for tracking and responding to requests for information corrections and appeals;
6. Serves as a point of contact for all queries to DHS and responds to affected person(s) regarding said queries.; and
7. Coordinates with the DHS Chief Data Officer to ensure the quality of data released to the public.

C. The **Component Heads:**

1. Establish an IQ management capability in their Component for reviewing and substantiating the quality of information before it is disseminated;
2. Designate a Component IQ Officer or Official who serves as a single point of contact within the Component on the IQ function;
3. Ensure the IQ function complies with and effectively implements the policies in this Directive; and
4. Establish information correction and appeal procedures.

D. The **Component Information Quality (IQ) Officers/Officials:**

1. Establishes and maintains an IQ administrative mechanism for receiving and responding to requests for information corrections and appeals;
2. Provide multiple media sources for the filing of requests for correction (e.g., via mail, Internet, email, etc.);
3. Post the IQ procedures and the administrative mechanism on the Component public web site;
4. Maintain official records of requests for correction and generate statistics necessary for the annual report to the DHS IQ Officer within the Office of the Chief Information Officer (OCIO); and
5. Prepare an annual report on the number, nature and resolution of requests for correction received and provide the report to the DHS IQ Officer.

E. The **General Counsel, Office of General Counsel (OGC)** reviews DHS responses to Requests for Correction for legal sufficiency.

F. **DHS Employees** integrate IQ into the development of disseminated information, in accordance with OMB and DHS policies.

V. Policy and Requirements

In accordance with OMB Guidelines, DHS follows these IQ principles to:

A. Ensure and maximize the quality, objectivity, utility, and integrity of the information that it disseminates to the public.

B. Ensure appropriate steps are taken to incorporate IQ criteria into its information dissemination practices.

C. Ensure the quality of information disseminated is in accordance with the standards set forth by OMB and DHS.

D. Ensures the Department shares with OMB draft responses to Requests for Correction and appeals prior to release to the petitioner.

E. Integrate IQ into every step of the development of information, including creation, collection, maintenance, and dissemination.

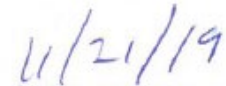
VI. Questions

Address any questions or concerns regarding this Directive to the DHS IQ Officer.



R. D. Alles

Acting Under Secretary for Management



Date